

FACULTY OF MEDICINE BYLAWS

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Article I - Organization

Section 1 - Composition of the Faculty

The Faculty of Medicine hereafter referred to as "the faculty" is an integral part of the American University of Beirut. It is composed of the officers and academic personnel of the faculty.

Section 2 - Officers of the Faculty

Officers of the faculty shall include the following:

1. The dean of the faculty.
2. The associate and assistant deans.
3. The registrar of the University, ex officio.
4. The director of admissions, ex officio.
5. The medical librarian, ex officio.

Section 3 - Academic Personnel of the Faculty

The academic personnel of the faculty shall consist of:

1. Professors (including clinical and clinical geographic).
2. Associate professors (including clinical and clinical geographic).
3. Assistant professors (including clinical and clinical geographic).
4. Senior lecturers (including clinical).
5. Lecturers (including clinical).
6. Clinical associates.
7. Research associates.
8. Research assistants.
9. Instructors (including clinical).
10. Assistant instructors (including clinical).

Section 4 - Academic Units of the Faculty

The faculty shall be organized into academic units which include centers, departments, institutes, programs, or schools, as defined in Article IV, Section 1.

Section 5 - Standing Committees of the Faculty

The following shall be the standing committees of the faculty:

1. Academic.
2. Admissions.
3. Advisory.
4. Continuing Medical Education.
5. Curriculum.
6. Graduate Studies.
7. Institutional Review Board/Animal Care.
8. Library.

9. Medical Practice Plan.
10. Research.
11. Student Affairs.
12. Student Financial Aid.

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Article II - The Faculty

Section 1 - Prerogatives and Duties

1. Subject to the provisions of the corporate bylaws, rules and regulations and the established general policies of the University, the faculty through its internal organization shall determine its own academic policy and shall have authority to direct its own affairs. The dean shall refer actions by the faculty that may affect either the financial commitments of the University, or the academic policy of the University as a whole, to the president and the provost for consideration.
2. The faculty shall have the right to review any action by any committee of the faculty (with the exception of actions of the Advisory Committee concerning individual faculty members and other confidential matters) and, if it deems fit, to refer such action back to that committee for reconsideration. If the faculty rejects an action after its reconsideration by a committee, then it becomes the responsibility of the faculty itself to take action.
3. It shall vote to recommend to the senate candidates for degrees in the faculty.
4. It shall elect representatives to the senate, to the faculty and university committees.
5. It shall act on other matters referred to it by the dean.

Section 2 – Meetings

1. The dean shall call regular meetings of the faculty at least three times a year. A written notice with a stated agenda shall be sent to faculty members at least four working days prior to the date of the meeting.
2. Special meetings shall be called by the dean, at her/his discretion, or at the written request of five voting faculty members, with a stated agenda.
3. The dean or her/his designate shall chair all faculty meetings.
4. The dean shall appoint a secretary for meetings of the faculty, on a yearly basis, from among the voting faculty.
5. The voting faculty shall consist of all non-visiting full-time and clinical faculty members of professorial ranks.
6. Elected faculty are non-visiting full-time and clinical faculty members of the professorial ranks who are elected by the faculty during a meeting of the faculty.
7. Voting in faculty meetings shall be limited to faculty members actually present at the meeting.
8. A majority of the voting faculty, exclusive of those on leave, periodic paid research leave or duty outside Lebanon, shall constitute a quorum. In the absence of a quorum, another meeting to consider the same agenda shall be called within two weeks at which voting

members present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance with the call for regular meetings.

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Article III - Officers of The Faculty

Section 1 - The Dean

1. Appointment

In accordance with Article VI of the corporate bylaws of the American University of Beirut, the dean is appointed by the Board of Trustees on the recommendation of the president. The initiative for the appointment of a dean, and her/his continuation in office, rests upon the recommendation of the president. The recommendation for appointment or continuation in office shall be made after consultation with full-time and clinical faculty members especially those on indeterminate appointment and those in the rank of professor who are not on leave or on sabbatical.

For absences of the dean lasting for three months or more, an acting dean shall be appointed by the president upon the recommendation of the dean and after consultation with the Advisory Committee. For shorter absences, the dean shall appoint an acting dean from the voting faculty.

2. Duties, Responsibilities, and Prerogatives of the Dean

The dean, as the responsible academic and executive head of the faculty, shall have her/his duties, responsibilities and prerogatives defined by the Board of Trustees, the president and the provost. Within the faculty, her/his duties, responsibilities and prerogatives shall include at least the following:

- a. S/he shall be responsible for the execution of presidential directives and the policies and enactment of the faculty.
- b. S/he shall be responsible for the development of the faculty as regards academic programs, curricula, academic personnel, student body and physical facilities.
- c. S/he shall, after consultation with the department concerned and the Advisory Committee, take action or make recommendations to the appropriate authorities in all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to indeterminate status, periodic paid research leave and leave of absence.
- d. S/he shall prepare the budget proposal for the faculty after consultation with the chairpersons and directors of academic units.
- e. S/he shall prepare an annual report, which shall be submitted to the president and distributed to all academic units of the faculty.
- f. S/he shall make appointments to all committees other than committees elected by the faculty.
- g. S/he shall be the chairperson of faculty meetings.
- h. S/he shall have the prerogative of final action on all committee decisions.

- i. S/he shall be empowered to determine which decisions of the committees of the faculty shall be in the form of actions and which shall be regarded as recommendations to the faculty.
- j. S/he shall submit to the faculty for approval any committee decision, which reverses or modifies previous faculty action.
- k. S/he shall appoint chairpersons and directors of academic units in accordance with the provisions of article IV of these bylaws.
- l. S/he shall make known to academic units all administrative actions affecting their units.
- m. S/he shall keep the faculty informed of university decisions.
- n. S/he shall be responsible for the educational and professional functions of the university medical center and affiliated hospitals. S/he shall appoint the chief of clinical staff and her/his deputy and directors of special clinical services of the university medical center.

Section 2 - Associate and Assistant Deans

The dean may appoint associate deans, assistant deans or other administrative officers after consultation with the Advisory Committee and approval of the president. The dean shall define the prerogatives and duties of these officers.

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Article IV - Academic Units

Section 1 - Academic Units

The faculty shall consist of the following academic units:

1. Basic Medical Sciences

- a. Biochemistry.
- b. Human Morphology.
- c. Microbiology and Immunology.
- d. Pharmacology and Therapeutics.
- e. Physiology.

2. Clinical Sciences

- a. Anesthesiology.
- b. Dermatology.
- c. Diagnostic Radiology.
- d. Family Medicine.
- e. Internal Medicine.
- f. Pathology and Laboratory Medicine.
- g. Obstetrics and Gynecology.
- h. Ophthalmology.
- i. Otolaryngology Head and Neck Surgery.
- j. Pediatrics.
- k. Psychiatry.
- l. Radiation Oncology.
- m. Surgery.

3. School of Nursing

Section 2 - Organization of the Academic Units

An academic unit shall consist of all academic personnel of the faculty appointed to that unit. Each unit shall have a chairperson or director appointed by the dean. If divisions exist within a department, the chairperson shall appoint heads of such divisions after consultation with the faculty in the specialty and approval of the dean.

Section 3 - Meetings

1. Academic units shall meet at least once a month upon the call of the chairperson or director. Additional meetings can be held upon the call of the chairperson or the written request of at least two voting members of the unit. Minutes of all meetings shall be sent to the Office of the Dean.
2. The voting faculty in an academic unit shall consist of all full-time and clinical academic personnel of the rank of assistant professor and above (non-visiting). In special cases, academic unit bylaws may extend voting rights to faculty in the rank of instructor on academic affairs pertaining to the unit, excluding personnel matters.

3. Voting in an academic unit is limited to faculty members actually present at the meeting.

Section 4 - Functions

1. The academic unit shall decide upon the academic programs to be offered, subject to the approval of the appropriate faculty and/or university bodies concerned. It shall also decide on patient care.
2. It shall be responsible for setting up academic departmental requirements and for maintaining professional standards.

Section 5 - Decisions on Personnel Matters

1. Established university policies and procedures shall govern actions on faculty recruitment and promotion.
2. Requests for leave (both periodic paid research leaves and leaves of absence for one semester or more) shall be discussed and voted on by the eligible faculty of the academic unit. The chairperson shall transmit the results of the vote to the dean together with her/his recommendations. Evaluation of candidates for appointment, reappointment or non-reappointment shall be restricted to the voting faculty members of ranks higher than that of the faculty member whose contract is being considered. In the case of full-professors, all other voting full-professors shall participate in the evaluation and recommendations. In all cases, recommendations to the dean shall give the numerical results of voting arrived in a meeting of the voting faculty of the unit. The chairperson or director shall express her/his opinion in all cases.

Section 6 - Chairperson or Director

1. Each academic unit shall have a chairperson or director appointed by the dean after consultation with the voting faculty of the unit concerned and the Advisory Committee. The appointment is normally for a period of three years, subject to renewal. The chairperson shall normally be of the rank of associate professor or professor. The chairperson or director may appoint one or more members of the academic unit to assist her/him as deemed necessary, subject to approval by the dean.
2. Duties and prerogatives of the chairperson or director shall be the following:
 - a. Responsible for the administration and academic development of the unit. In the clinical departments, s/he shall be the chief of the professional service.
 - b. Ensure the proper teaching of the programs of study, and prepare the teaching schedule in consultation with voting faculty members.
 - c. Appoint academic advisors to students majoring in the unit.
 - d. Prepare the budget proposal of the unit in consultation with the voting faculty for submission to the dean.

- e. Prepare course or clerkship description and related material for the university catalogue.
- f. Present to the dean, in accordance with established university procedures, recommendations on all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to indeterminate status, periodic paid research leave, leave of absence, and advancement in remuneration of academic personnel.
- g. Co-ordinate and approve expenditures within the budget of the unit.
- h. Prepare the annual and research reports of the unit for transmission to the dean.
- i. Appoint ad hoc committees as may be deemed necessary.
- j. Recommend to the dean the appointment of an acting chairperson or director during the absence of the chairperson or director.

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Article V - Standing Committees

Section 1 - Standing Committees of the Faculty

Members of all standing committees, unless otherwise specified to the contrary in these bylaws, shall be elected from the voting faculty for a term of two years by the voting faculty. If a member is unable to complete her/his term, a substitute shall be elected to complete the remainder of the term. If this remainder is one year or less, the elected substitute shall be eligible for re-election to two more consecutive terms. Un-expired terms shall be filled by special elections for that purpose. If a member has been re-elected to serve for a full second consecutive term, s/he shall not be eligible for re-election except after the lapse of one year following the termination of her/his membership. All committee actions shall be recommendations to the dean. The president can decide exceptions to all provisions in this article.

Section 2 - Academic Committee

1. Composition

The Academic Committee shall consist of:

- a. The dean as chairperson.
- b. Chairpersons of all academic departments.
- c. Associate deans.
- d. The chief of staff(ex-officio, non-voting).
- e. Medical center director (ex-officio, non-voting).

2. Functions

The committee shall advise the dean on matters related to:

- a. General academic development of the faculty.
- b. Review of the curriculum of the faculty.
- c. Introduction, revision, integration, coordination or discontinuation of academic programs.
- d. Policies on academic rules and regulations.
- e. Evaluation of student performance and recommend actions regarding graduation, promotion, repetition of classes, dismissal, re-examinations, placement on and removal from probation. Its deliberations and discussions are guided by the recommendations of the appropriate Class Teaching Committee. It shall review all academic matters referred to it by the Class Teaching Committees or the dean.
- f. It shall recommend to the dean the appointment of Class Teaching Committees as ad-hoc committees of the Academic Committee. The dean shall designate the chairpersons of these committees.

- g. It shall recommend to the faculty candidates for the degrees of doctor of medicine, master of science and doctor of philosophy.
- h. It shall review affiliation proposals and make recommendations to the dean.
- i. It shall act jointly with the medical board on appointment for internship, residency and clinical fellowship in the university medical center.

Section 3 - Admissions Committee

1. Composition

The Admissions Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The faculty member in charge of admissions.
- c. The registrar and director of admissions or their representatives. The director of admissions shall act as secretary of committee.
- d. The faculty representative on the University Admissions Committee.
- e. Seven members appointed by the dean as follows: two members from the basic medical sciences departments, two from the clinical departments, three members from the faculty of Arts and Sciences, involved in pre-medical teaching and who are recommended by their dean. All members of the committee, except the secretary and registrar, shall have voting privileges. Appointments shall be for a term of two years.
- f. One student representative (non-voting).

2. Functions

- a. It shall review admission requirements to the M.D. program and make its recommendations to the dean.
- b. It shall be responsible for the selection of students for admission to the M.D. program of the faculty.
- c. It shall evaluate the policies for admission and recommend any changes to the faculty.

Section 4 - Advisory Committee

1. General Provisions

The Advisory Committee shall consist of the dean as chairperson and six members elected for a term of two years. Every year, two or three members shall be elected, each member serving for a term of two years. Normally, full professors who have served in the university for at least a period of three consecutive years, shall be eligible to serve on the Advisory Committee. Not more than one committee member can be elected from one academic unit.

2. Composition

- a. The dean as chairperson.
- b. Basic science faculty : one representative.
- c. Surgical full-time faculty (departments of surgery, obstetrics and gynecology, ophthalmology, otolaryngology head and neck surgery, anesthesiology, pathology and laboratory medicine, diagnostic radiology, radiation oncology): two representatives.
- d. Non-surgical full-time faculty (internal medicine, family medicine, dermatology, pediatrics, psychiatry): two representatives.
- e. Clinical faculty: one representative.

3. Functions

4.

The Advisory Committee shall act in an advisory and consultative capacity to the dean on:

- a. All matters submitted to it by the dean or any of its members.
- b. Appointment, promotion, reappointment or non-reappointment, leaves of absence of three months or more, of faculty members.
- c. Appointment of chairpersons of departments and directors.
- d. The Advisory Committee shall act on matters of unprofessional conduct and make recommendations to the dean. Deliberations and minutes of the committee are confidential.

Section 5 - Continuing Education Committee

1. Composition

The Continuing Education Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. Five members of the faculty appointed by the dean.
- c. Two members recommended to the dean by the AUB medical alumni association.
- d. One member of the resident staff appointed by the dean.
- e. One medical student appointed by the dean, ex-officio.

2. Functions

- a. It shall be responsible for the planning and implementation of post-graduate courses and any related certification of these courses.
- b. It shall be responsible for making recommendations on all aspects of continuing medical education for physicians in practice.

- c. It shall promote the dissemination of medical knowledge and the production and utilization of educational materials.
- d. It shall maintain close contact with the AUB medical alumni association and other medical associations and organizations (national, regional and international).

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Section 6 - Curriculum Committee

1. Composition

The Curriculum Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The registrar or her/his representative (non-voting).
- c. The faculty representative on the Senate Academic Development Committee.
- d. The four chairpersons of the class teaching committees.
- e. One elected member from the basic sciences departments and one from the clinical departments.
- f. Two medical student representatives to be appointed by the dean.
- g. One representative of the resident staff to be appointed by the dean (non-voting).

2. Functions

- a. The Curriculum Committee shall, from time to time, re-evaluate the curriculum as a whole and recommend changes to the faculty through the Academic Committee.
- b. Upon the recommendation of the department concerned, the committee shall approve new courses, discontinue existing courses, and modify courses as to their length, content and number of credits assigned.
- c. The Curriculum Committee shall recommend to the faculty through the Academic Committee modifications to graduation requirements.
- d. The Curriculum Committee shall act in an advisory capacity to the dean on matters concerning courses and examinations.

Section 7 - Graduate Studies Committee

1. Composition

- a. The dean or her/his representative as chairperson.
- b. The registrar or her/his representative.
- c. The director of admissions or her/his representative.

- d. The faculty representative on the board of graduate studies.
- e. Five elected faculty members, three representing the basic sciences departments and two representing the clinical departments.

2. Functions

- a. The Graduate Committee shall act on admission to graduate work of all applicants who have been recommended to it by individual departments. The Graduate Committee shall recommend all applicants for Ph.D. work to the university board of graduate studies.
- b. It shall act upon the recommendations of departments concerning the advisor, the examining committee, and thesis topic of students working towards a master's degree; in the case of PhD students, the committee shall transmit its recommendations on these items to the board of graduate studies.
- c. It shall rule on all departmental recommendations for exceptions to existing regulations concerning graduate work at the master's level.
- d. Upon the recommendation of the department concerned the Graduate Committee shall act on cases of graduate students whose work is unsatisfactory.
- e. It shall periodically evaluate the graduate program as a whole and recommend changes to the faculty and subsequently to the board of graduate studies.

Section 8 - Institutional Review Board (IRB)/Animal Care Committee (ACC)

1. Composition

The institutional Review Board (IRB) Animal Care Committee (ACC) shall consist of:

- a. The dean as chairperson or her/his representative.
- b. A practicing scientist experienced in animal research.
- c. A member who has primary concerns in non-scientific areas.
- d. A member not affiliated with the institution who is familiar with the community's attitudes and sensitive to its issues.
- e. A senior and a junior faculty member from the clinical departments.
- f. A senior and a junior faculty member from the basic science departments.
- g. A veterinarian from the Institution.

In appointing the committee members, the necessary qualifications of experience, expertise, and sensitivity to community attitudes shall be observed. Membership should be from both sexes and from varied backgrounds. Appointments should be for two years subject to renewal.

2. Functions

- a. The IRB/ACC shall ascertain the acceptability of proposed research in terms of institutional commitments and regulations, accreditation requirements, applicable laws and standards of professional conduct and practice.
- b. The IRB/ACC shall conduct an initial and continuing review of all research activities to ensure compliance with international standards of ethical practice, justified and humane treatment of human subjects and animals, and environmental safety.
- c. The IRB/ACC shall require modifications of research proposal necessary for approval, or non-approval of research activities relating to the use of human subjects and animals.
- d. The IRB/ACC shall recommend the suspension of an ongoing research activity in case of deviation from the existing guidelines for the use of human subjects or animals in research.
- e. The IRB/ACC shall inspect once every six months the institution's animal facilities using the guide for the care and use of laboratory animals (national institutes of health, U.S.A., publication 86-23) as basis for its evaluation.

Section 9 - Library Committee

1. Composition

The Library Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The medical librarian.
- c. The faculty representative to the university library committee.
- d. Three elected faculty members.
- e. One faculty member from the School of Nursing.
- f. One faculty member from the faculty of health sciences.

2. Functions

- a. The Library Committee shall advise the librarian on matters of library policy affecting the work of the faculty.
- b. It shall advise both the dean and the librarian on the effects of program or curriculum changes, both short-term and long-term, on library acquisition, with special regard to budgetary implications, and shall in particular ensure adequate library support for new or revised programs.
- c. It shall advise and assist the librarian in building up a balanced collection.
- d. It shall assist the university librarian in her/his efforts to carry out the library policies of the University and the faculty.

- e. It shall perform other related tasks at the request of the dean.

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Section 10 - Medical Practice Plan Committee

1. Composition

The Medical Practice Plan Committee shall consist of:

- a. Three full-time faculty members from the non-surgical clinical departments.
- b. Two full-time faculty members from the surgical clinical departments.
- c. Two full-time faculty members from any of the departments of anesthesiology, pathology and laboratory medicine, diagnostic radiology or radiation oncology.
- d. One faculty member from the pre-clinical departments.
- e. The medical center director and the comptroller as ex-officio non-voting members.

The faculty shall elect the members for a term of two years. The chairperson of the committee shall be elected by the members annually.

2. Functions

The committee shall:

- a. Advise the dean on the proper execution of the approved faculty practice plan.
- b. Review the plan annually and recommend continuation or modification thereto.
- c. Review and recommend to the dean all expenditures from the plan.
- d. Receive quarterly plan statements of revenue and expenditure from the comptroller.

Section 11 - Research Committee

1. Composition

- a. The dean or her/his representative as chairperson.
- b. The associate dean for research.
- c. The faculty representative on the university research board.
- d. Four faculty members appointed by the dean.
- e. Two elected faculty members from the basic science departments.
- f. Two elected faculty members from the clinical departments.

2. Functions

- a. It shall stimulate, encourage and promote research in the faculty.
- b. It shall review all applications for university funded research grants for further recommendation to the dean and other appropriate university bodies.
- c. It shall promote communication between researchers within the faculty and within the University.
- d. It shall keep the faculty informed of all available sources of research support whether from the university or from granting agencies.
- e. It shall refer applications of research projects involving human subjects or experimental animals to the faculty of Medicine Review Board for review and approval.
- f. It shall recommend to the dean the allocation of research funds from available faculty sources.

Section 12 - Student Affairs Committee

1. Composition

The Student Affairs Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The dean of student affairs.
- c. Four faculty members who are the chairpersons of the Class Teaching Committee.
- d. The faculty representative on the University Student Affairs Committee.
- e. A student representative (voting except on disciplinary matters).

2. Functions

- a. It shall deal with any aspect of student life referred to it by the dean.
- b. It shall work with faculty and students to enrich the faculty's cultural activities.
- c. It shall consider and recommend action to the dean on all disciplinary matters involving students in the faculty.

Section 13 - Student Financial Aid Committee

1. Composition

The Student Financial Aid Committee shall consist of:

- a. The dean or her/his representative as chairperson
- b. Three elected faculty members
- c. faculty representative on the University Financial Aid Committee
- d. A student representative (non-voting)

e. The chairpersons of the four Class Teaching Committees.

2. Functions

The committee shall deal with all matters pertaining to merit scholarships and student financial aid.

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Article VI - Amendments

Recommendations to the senate for amendment of the bylaws of a faculty require a two-thirds majority of the members of the faculty present at any meeting at which a quorum exist, provided written notice of the proposed amendment has been circulated to the faculty members no less than one week prior to the meeting. Amendments are subject to the approval of the University Senate, the president, and the Board of Trustees.

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Article VII - Procedure

Procedural matters, which are not covered by the bylaws above, shall be in accordance with the latest edition of Robert's Rules of Order.

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